MaineDOT

CONSULTANT CONTRACT STANDARD INVOICE

Cost Plus Fixed Fee - Burdened Rate - Lump Sum

WORKBOOK GUIDE

(Microsoft Excel 2002)

EACH INVOICE SUBMITTED MUST:

1. CONTAIN DATA FOR ONE CONTRACT ONLY, INCLUDING MULTI-PIN DETAIL AS APPROPRIATE.

2. CONTAIN A "CONSULTANT INVOICE NUMBER" THAT IS UNIQUE TO THAT FIRM AND CONTRACT WITH NO MORE THAN 12 CHARACTER FIELDS USED (including punctuation and spaces).

3. INCLUDE SHEET 4 OF 5, SUBCONSULTANT DBE/WBE DETAIL, EVEN IF TOTALS ARE ZERO.

4. **INCLUDE THE SAME SUPPORTING INFORMATION ATTACHED TO THE INVOICE AS IN THE PAST.**

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1) Yellow and pink colored cells are for data entry. Yellow cells should only require data entry with the first invoice for a contract; pink cells will need review or update with each invoice submitted. Data for blue colored cells is derived by formula, or by link from another cell in the workbook.

2) It is suggested that you begin with **Sheet 2 of 5** Contract Data, adding Company and Contract information. Be sure to determine which "Yes/No" question in the upper left corner applies to your contract (Lump Sum contracts may have 2 yes answers). This determines which of the 3 Summary Sheets is filled with data (1Aof5, 1Bof5, 1Cof5). **Sheet 3 of 5**, Direct Labor Detail and **Sheet 4 of 5**, Sub consultant Detail should be self explanatory. Finally, **Sheet 5 of 5** breaks down invoice costs by MaineDOT PIN, including direct expense detail if appropriate. Totals from this Sheet are fed back to the appropriate Sheet 1; if they don't match direct labor and sub consultant data on Sheets 3 and 4 then an "Error" message appears.

3) Sheet 2 of 5, top right side, "Final Invoice?", must indicate either "yes" or "no" and should not be left blank. This not only aids processing, but also provides critical data for formulas and cells on other sheets.

4) The Workbook does not include an entry anywhere for Contract Fixed Fee. **Sheet 2 of 5** Contract Data does require entry of the percentage of total contract fixed fee earned to date (% Complete To Date), in order to calculate the amount of fixed fee due on each invoice.

5) Overhead amounts are listed but not calculated by formula on **Sheet 2 of 5** Contract Data. This prevents rounding differences with local software programs. The cells are not protected, so formulas to calculate these values line by line can be inserted if desired.

MaineDOT

CONSULTANT CONTRACT STANDARD INVOICE

Cost Plus Fixed Fee - Burdened Rate - Lump Sum

WORKBOOK GUIDE - Continued

(Microsoft Excel 2002)

6) Sheet 3 of 5 does not require data for Lump Sum contracts unless you are submitting a final invoice.

7) Sheet 1C of 5 (Lump Sum) will show only a summary of labor, overhead and profit or lump sum costs with each invoice up to the final invoice. **Final invoice submittal requires labor, overhead and profit breakdowns for the entire contract.**

8) All Sheets are password protected, but **Sheet 3 of 5** does allow local sorting of fields such as name and PIN.

9) The MaineDOT PIN field is preformatted to produce an 8 digit number in decimal format. Do not enter a decimal point. The last 2 digits entered must be the 2 digits to the right of the decimal (even zeros), but no decimal should be shown. Do not enter leading zeros.

10) The payment address can be entered directly on Sheet 1 if it is different than the firm address entered on the Main Data Entry form.

11) Comment boxes have been added to a number of data entry fields to help clarify input intentions, or identify specific needs in those cells.

12) Function and Activity coding for PIN lines on Sheet 5 of 5 is not mandatory to submit a completed invoice, but should be entered if known, especially for multiPIN projects.

Internal Use Only

Payment Type:
* Cost Plus Fixed Fee

State of Maine Department of Transportation
Transportation Building 16 State House Station
Augusta, Maine 04333-0016

In Account With

P.V. #:	
ENC/UENC #:	
CSN #:	
Firm Federal I.D. #:	
TEDOCS #:	
Doc. Date:	
Doc. Type:	
OUC:	
Author:	

<= Firm Name
<= Payment mailing address

Street (PO Box)
Town, State ZIP

Firm Federal ID # =>

Consultant Invoice Number:
Invoice Period:
Project Contract Number:
Project Contract Award Date:
Project Contract Completion Date:

Invoice Date:

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Name:

I hereby certify that the signature below is true and accurate. I further certify, if electronic, that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, and (d) is under the sole control of myself. **Initials:** _____

Signed: _____
Please Type: *Name, Title*

	Amount Invoiced This Period	Total Amount Previously Invoiced	Cumulative Amount Invoiced To Date	Contract Amounts	Contract Balance
Straight Direct Labor =					
Straight Time Overhead =					
Overtime Direct Labor =					
Overtime Overhead =					
Sub Total Direct Labor + Overhead =					
Fixed Fee =					
Sub-Total: DL + OH + Fee =					
Direct Expenses *(see Sheet 5 of 5 for detail)* **=**					
Subconsultant Summary: *DBE/WBE* => yes/no					
Sub-Total: Subconsultants =					
Total Invoice Amounts =					
TOTAL AMOUNT DUE THIS INVOICE					

Approved by: _____
MaineDOT Program/Project Manager   Date
(Work performed as specified)

Reviewed by: _____
MaineDOT Contract Specialist   Date
(Cleared for processing)

State of Maine Department of Transportation
Transportation Building 16 State House Station
Augusta, Maine 04333-0016

In Account With

Payment Type:
* Burdened Hourly Rate
* Cost per Unit of Work

Internal Use Only	
P.V. #:	
ENC/UENC #:	
CSN #:	
Firm Federal I.D. #:	
TEDOCS #:	
Doc. Date:	
Doc. Type:	
OUC:	
Author:	

<= Firm Name

Street (PO Box)
Town, State ZIP

<= Payment mailing address

Firm Federal ID # =>

Consultant Invoice Number:
Invoice Period:
Project Contract Number:
Project Contract Award Date:
Project Contract Completion Date:

Invoice Date: _____

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Name:

I hereby certify that the signature below is true and accurate. I further certify, if electronic, that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, and (d) is under the sole control of myself. **Initials:** _____

Signed:

Please Type: *Name, Title*

	Amount Invoiced This Period	Total Amount Previously Invoiced	Cumulative Amount Invoiced To Date	Contract Amounts	Contract Balance
Straight Direct Labor =					
Straight Time Overhead =					
Overtime Direct Labor =					
Overtime Overhead =					
Sub Total Direct Labor + Overhead =					
Profit =					
Sub-Total: DL + OH + Profit =					
Direct Expenses *(see Sheet 5 of 5 for detail)* **=**					
Subconsultant Summary: *DBE/WBE* => yes/no					
Sub-Total: Subconsultants =					
Total Invoice Amounts =					
TOTAL AMOUNT DUE THIS INVOICE					

Approved by: _____

MaineDOT Program/Project Manager   Date
(Work performed as specified)

Reviewed by: _____

MaineDOT Contract Specialist   Date
(Cleared for processing)

Payment Type:
* Lump Sum

State of Maine Department of Transportation
Transportation Building 16 State House Station
Augusta, Maine 04333-0016

In Account With

	<= Firm Name
Street (PO Box)	<= Payment mailing
Town, State ZIP	address

Firm Federal ID # =>

P.V. #:
ENC/UENC #:
CSN #:
Firm Federal I.D. #:
TEDOCS #:
Doc. Date:
Doc. Type:
OUC:
Author:

Consultant Invoice Number:
Invoice Period:
Project Contract Number:
Project Contract Award Date:
Project Contract Completion Date:

Invoice Date:

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Name:

I hereby certify that the signature below is true and accurate. I further certify, if electronic, that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, and (d) is under the sole control of myself. **Initials:** _____

Signed: _____
Please Type: *Name, Title*

	Amount Invoiced This Period	Total Amount Previously Invoiced	Cumulative Amount Invoiced To Date	Contract Amounts	Contract Balance
Lump Sum To Date (If not Final Invoice) =					
Final Invoice Detail: Straight Direct Labor =					
Straight Time Overhead =					
Overtime Direct Labor =					
Overtime Overhead =					
Sub Total Direct Labor + Overhead =					
Profit =					
Sub-Total: Lump Sum =					
Direct Expenses (see Sheet 5 of 5 for detail) =					
Subconsultant Summary: *DBE/WBE* => yes/no					
Sub-Total: Subconsultants =					
Total Invoice Amounts =					
TOTAL AMOUNT DUE THIS INVOICE					

Approved by: _____
MaineDOT Program/Project Manager   Date
(Work performed as specified)

Reviewed by: _____
MaineDOT Contract Specialist   Date
(Cleared for processing)

Consultant Standard Invoice - Contract Data Entry Form

Final Invoice ? YES/NO =>

Contract Information	
State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Cost Plus Fixed Fee (Yes/No)	
Profit (Yes/No)	
Lump Sum (Yes/No)	
Lump Sum for Labor+OH+Profit ONLY (Yes/No)	
Award Date	mm/dd/yy
Completion Date	mm/dd/yy

Current Invoice Information	
Invoice Date =>	
Consultant Invoice #	
Invoice Start Date (mm/dd/yy)	
Invoice End Date (mm/dd/yy)	
% Complete To Date (FF or Lump Sum)	

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

Company Information	
Firm Name	Name
Address	Street (PO Box)
	Town, State ZIP
Firm Federal ID #	
Firm Is DBE/WBE	

	Straight Direct Labor Amount	Straight Overhead Rate	Straight Overhead Amount	Overtime Direct Labor Amount	Overtime Overhead Rate	Overtime Overhead Amount	Profit Rate	Profit Amount	Fixed Fee N/A	Lump Sum N/A	Mileage Rate $/mile	Direct Expense Amount	Sub Consultant Amount	TOTALS
Contract Values:														
Original Contract	0.00	0.0000%	0.00	0.00	0.0000%	0.00	0.0000%	0.00	0.00	0.00	0.00	0.00	0.00	
Mod #1														
Mod #2														
Mod #3														
Mod #4														
Mod #5														
Mod #6														
Mod #7														
Mod #8														
Mod #9														
Mod #10														
Mod #11														
Mod #12														
Mod #13														
Mod #14														
Mod #15														
Mod #16														
Mod #17														
Mod #18														
Mod #19														
Mod #20														
Mod #21														
Mod #22														
Mod #23														
Mod #24														
Mod #25														
Contract Totals														
Previously Invoiced Totals														
Current Invoice Totals														
Contract Balance														

CONSULTANT LETTERHEAD

Invoice Date:

Maine Department of Transportation - Standard Invoice

DIRECT LABOR DETAIL

Consultant Name:
Consultant Federal ID #:
Consultant Invoice Number:
Invoice Period:
Contract Number:
Contract Award Date:
Contract Completion Date:

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

Summary of Direct Labor:

Individual		MaineDOT PIN	Straight Direct Labor			Overtime Direct Labor			Total
NAME	**TITLE**		**THIS INVOICE**			**THIS INVOICE**			**THIS INVOICE**
			Time Unit	**Rate**	**Amount**	**Time Unit**	**Rate**	**Amount**	**Amount**
Name 1	Title 1	000000.00	0.000	0.0000		0.000	0.0000		
Name 2	Title 2								
Name 3	Title 3								
Name 4	Title 4								

Total Direct Labor =

CONSULTANT LETTERHEAD

Invoice Date:

Maine Department of Transportation - Standard Invoice

SUB CONSULTANT DETAIL

Consultant Project #:
MaineDOT PIN:
Consultant Name:
Federal Project #:
Consultant Federal ID #:
Project Title/Location:
Consultant Invoice #:
Invoice Period:
Contract Number:
Contract Award Date:
Contract Complete Date:

Summary of DBE/WBE Participation:

	Amounts This Invoice							Invoice Sub Total DBE/WBE Subs Only #1-7	Invoice Sub Total All Subs #1-7
DBE/WBE - yes/no =>									
Subconsultants #1 - #7 MaineDOT PIN	**Sub #1**	**Sub #2**	**Sub #3**	**Sub #4**	**Sub #5**	**Sub #6**	**Sub #7**		
000000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
INVOICE TOTALS #1 - #7									
Previously Invoiced									
Subcontract Amount									
Subcontract Balance									

Invoice Totals Subconsultants #1- #14

Total Contract Amount =

	Value	Percentage	
DBE Subconsultant Contract Amount =		#DIV/0!	of Contract
DBE Subconsultant Program Commitment =			of Program
Accrued Contract Billings to Date =		#DIV/0!	of Contract
Accrued DBE Billings to Date =		#DIV/0!	of DBE Amount

CONSULTANT LETTERHEAD

Invoice Date:

Maine Department of Transportation - Standard Invoice

SUB CONSULTANT DETAIL *continued*

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

Consultant Name:
Consultant Federal ID #:
Consultant Invoice #:
Invoice Period:
Contract Number:
Contract Award Date:
Contract Complete Date:

Summary of DBE/WBE Participation:

	Amounts This Invoice							Invoice Sub Total DBE/WBE Subs Only #8-14	Invoice Sub Total All Subs #8-14
DBE/WBE - yes/no =>									
Subconsultants #8 - #14 MaineDOT PIN	**Sub #8**	**Sub #9**	**Sub #10**	**Sub #11**	**Sub #12**	**Sub #13**	**Sub #14**		
000000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
INVOICE TOTALS #8 - #14									
Previously Invoiced									
Subcontract Amount									
Subcontract Balance									

CONSULTANT LETTERHEAD

Maine Department of Transportation - Standard Invoice

Invoice Date:

PIN DETAIL
Overhead-Profit/Fee-Expenses

Consultant Name:
Consultant Federal ID #:
Consultant Invoice #:
Invoice Period:
Contract Number:
Contract Award Date:
Contract Complete Date:

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

				<= Labor + OH + Profit/Fee						Direct Expenses =>									
MaineDOT PIN	**Federal Project Number**	**Town Name(s)**	**Fun/Act Coding**	**Straight Direct Labor Amount**	**Straight Overhead Amount**	**Overtime Direct Labor Amount**	**Overtime Overhead Amount**	**Profit % or % Compl**	**Profit or Fee Amount**	**Mileage Number**	**Rate**	**Amount**	**Travel**	**Postage Delivery Printing**	**Phone FAX**	**Other**	**Direct Expense Amount**	**Sub Consultant Amount**	**PIN Total This Period**
000000.00			000/xxx								0.00								
	TOTAL INVOICE AMOUNTS => (Includes Sheet 5b if used)																		

**Invoice Direct Labor Totals Above Match
Those on Sheet 3 of 5 Direct Labor**

**Invoice Sub Consultant Total Above Matches
Total on Sheet 4 of 5 Sub Consultant**

MaineDOT PIN	Federal Project Number	Town Name(s)	Fun/Act Coding	Straight Direct Labor Amount	Straight Overhead Amount	Overtime Direct Labor Amount	Overtime Overhead Amount	Profit % or % Compl	Profit or Fee Amount	Mileage Number	Mileage Rate	Mileage Amount	Travel	Postage Delivery Printing	Phone FAX	Other	Direct Expense Amount	Sub Consultant Amount	PIN Total This Period

Fee/Profit Rate	Mileage Rate	Yes/No
0.0000%	$0.00	
0.0000%	$0.00	Yes
0.0000%	$0.00	No
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%	$0.00	
0.0000%		